



**PUBLIC LIBRARY ACCESS CARD
(PLAC) QUARTERLY REPORT**

State Form 44289 (R2/2-04)

Check time period covered:

Year _____

Report Due:

_____ 1st quarter, Jan.-Mar.

April 25

_____ 2nd quarter, Apr.-June

July 25

_____ 3rd quarter, July-Sept.

Oct. 25

_____ 4th quarter, Oct.-Dec.

Jan. 25

Name of Library

Complete Address

Cards sold this quarter

thru

#

#

No cards sold this quarter

(check here if applicable)

☐

Quantity of replacement cards sold at \$1.00

Total \$

Please use the following formula to calculate the quantity of cards sold:

Last card number sold this quarter minus (-) last card number sold from previous quarter = total cards sold.

Total cards sold minus (-) voided or replacement cards = quantity of cards sold.

Example: 131409 - 131400 = 9 - voided card (1) #131408 = 8 cards sold.

Quantity of cards sold

Total \$

Quantity of voided cards (list card #'s in this space)

Total remitted \$

Make check payable to the Indiana State Library

Please give information only for each **replacement card** sold. Attach additional sheets if needed.

Name, Address

Replacement card #

Lost Card #

Send additional cards. (Cards come in packages of 250.)

Quantity requested:

Package (s)

The undersigned hereby certifies the accuracy of the information submitted on the Public Library Access Card (PLAC Quarterly Report).

Signature of Library Director

Date signed (month, day, year)

Signature of one Library Board Officer

Date signed (month, day, year)

Please return check, original form, and 1 copy to: Administrative Division, Room 410, Indiana State Library, 140 North Senate Avenue, Indianapolis, IN 46204-2296. Please make check payable to the Indiana State Library.